



Armagh City, Banbridge & Craigavon
Borough Council
17 APR 2019
RECEIVED

ABC/LC/FOR/043/02

ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 (as amended)

APPLICATION TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD

Please read the following guidance documents before submitting your application.

- Department for Infrastructure 'Guidance for Promoters of Events'
- Attached Council guidance notes on completion of this application form

ABOUT YOU	
Name of Promoter	ANNAGHMORE GAA
Address of Promoter	PORTADOWN
Name of contact (s)	MEMBER / COMMITTEE
Position / role of contact	MEMBER / COMMITTEE
Confirm if you have authority to act on behalf of the Promoter	<input checked="" type="radio"/> Yes <input type="radio"/> No
ABOUT THE EVENT	
Name of Event	ANNAGHMORE 18 / RUNNING FESTIVAL
Date of event	28.9.19
Purpose and nature of event	ROAD RACE
Have all other options for holding the event off the public road been explored?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is this a 'small event'?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Public liability insurance details	UNITED KINGDOM ATHLETICS (SEE SEPERATE SHEETS)
POSSIBLE IMPACT	
1. Name of road (s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards & first aid positions)	Eglishe Terrace Clonmacash Rd Belmont Rd Cloncarrish Rd Birches Rd Derrylileagh Rd Derrylee Rd Derrylone Rd Derryhubbert Rd Derry Cor Rd Sordy Rampart Teaghy Rd Eglishe Rd Eglishe Ter Maghey Rd * See Map
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	No diversions in place.

3. Type of restriction (full road closure / lane restriction etc.)	<u>No</u> Road closures * Runners on Road		
4. Date and Start / End times of proposed road restriction	Date: 28/9/2019	Start Time: 10:00am	End Time: 1:00pm
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	GreenTown Traffic Management		
6. Name of company undertaking signage work for the event (Appendix A)	Green Town Traffic Management		
7. Has this event been held previously?	<input checked="" type="radio"/> Yes No		
8. If yes, are the previous arrangements amended in any way? Provide details.	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable Green Town Traffic Management Company incharge of signage work		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Signs only - as indicated in signage schedule		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Flyers to be sent to businesses / residents on route. Plus, face-to-face consultations.		
11. Is a bus route affected (public and / or Education Authority)	NO		
12. Will the Council's waste collection service be affected?	NO		
13. Please detail the arrangements for cleaning up after the event.	Club personnel will be responsible for litter picking after the event		
14. Provide any other information that may assist with processing your request	N/A		

DECLARATIONS

- I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the Council may apply all or any of the conditions as it deems necessary.
- I also understand that the Council may request any further information that it considers necessary to process this application and that my application may not proceed if I fail to produce this additional information.
- I acknowledge that Armagh City, Banbridge and Craigavon Borough Council is the data controller and data processor under General Data Protection Regulation (GDPR). The Council is collecting this personal information to assist the Environmental Health Department to carry out its statutory duties. The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Information collected will only be shared with other Statutory Agencies for lawful purposes or to fulfil statutory obligations. The information you provide will be held securely and in accordance with the Council's Retention and Disposal Schedule. We would like you to be aware that for some legislation, this information may need to be on a register to which others can have access to by request. Further information can be viewed at <https://www.armaghbanbridgecraigavon.gov.uk> or obtained from the Senior Records Officer at the Council.
- I understand I will be required to provide appropriate Public Liability insurance cover for this event.
- I confirm that I have consulted with local residents, businesses and relevant service providers that may be affected by the holding of this event.
- I can confirm the details provided in this application are true and correct.

Signature of applicant (on behalf of the Promoter)

Date of application 12/4/19

Checklist:	Yes
Application fee - £269 *	✓
Location plan / map showing marshals / stewards & first aid positions	✓
Traffic Management Plan including Signing Schedule	✓
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	✓
Details of Consultees and feedback received (bus providers, residents, businesses)	✓

* Please refer to relevant point in attached guidance notes regarding small events

Please return the completed application form, accompanying documents and fee to:

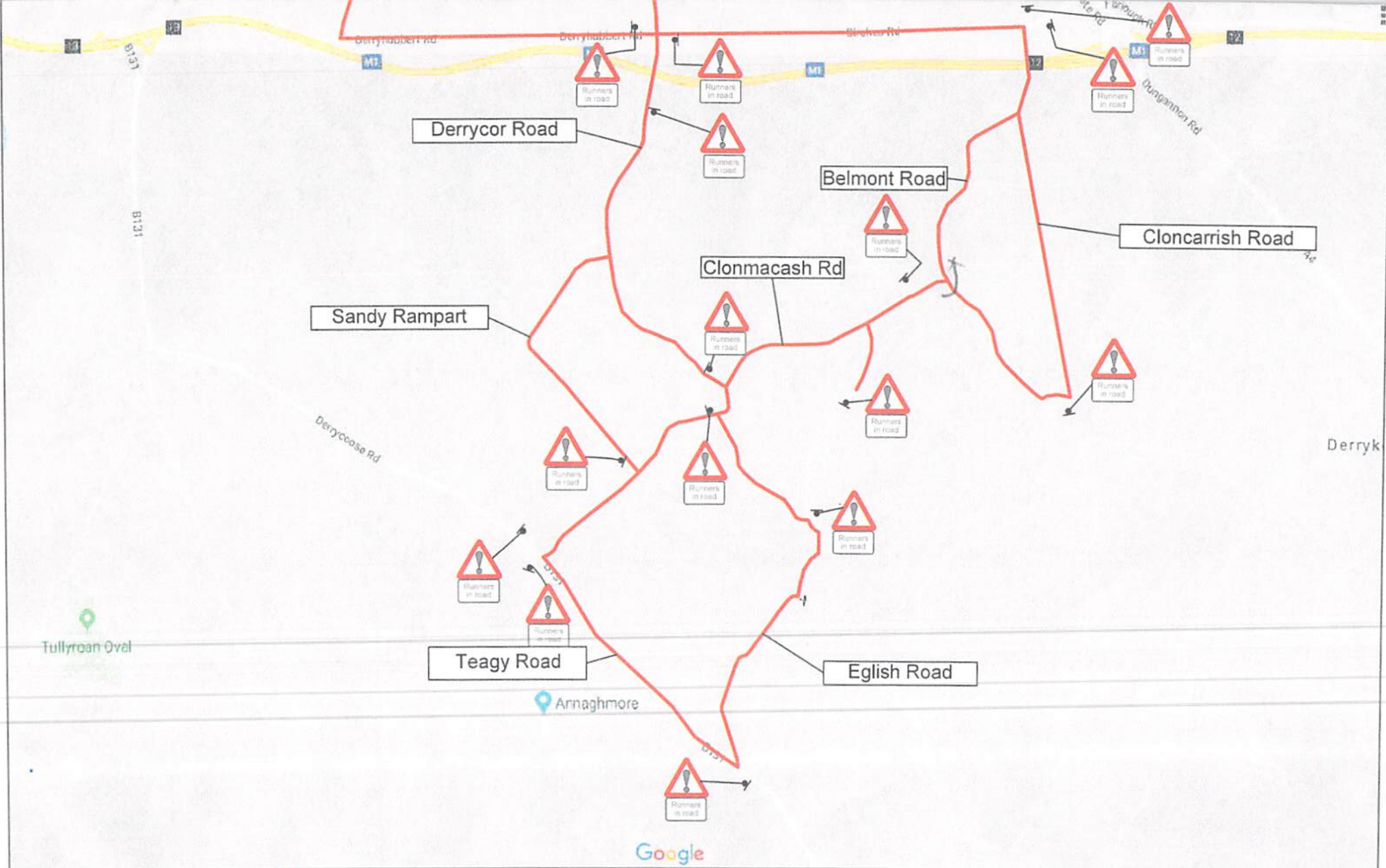
<p>Environmental Health Dept The Palace Demesne Armagh BT60 4EL</p> <p>Tel: 028 3752 9626</p>	<p>Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY</p> <p>Tel: 028 4066 0606</p>	<p>Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL</p> <p>Tel: 028 3831 2521</p>
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Email – ehealth@armaghbanbridgecraigavon.gov.uk
www.armaghbanbridgecraigavon.gov.uk

GUIDANCE NOTE TO ACCOMPANY APPLICATION FORM TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD
Please also read the Department for Infrastructure 'Guidance for Promoters of Events'

ABOUT YOU	
Name of Promoter	Person, company, club or society organising the event
Address of promoter	
Name of contact (s)	
Position/role of contact	
Confirm if you have authority to act on behalf of the Promoter	Yes No
ABOUT THE EVENT	
Name of Event	The name the event is being advertised under
Date of event	Council usually require a minimum of 12 weeks' notice to process your application
Purpose and nature of event	Provide a full description of the proposed event
Have all other options for holding the event off the public road been explored?	Detail the reasons why this event cannot take place on other than a public road – consideration should be given to grassed areas / local community & activity centres / private land and sports grounds.
Is this a 'small event'?	<p>Small events may be exempt from the application fee. In order to be considered a "small event", the following criteria must be met: -</p> <ol style="list-style-type: none"> 1. The event must only be held on minor residential roads e.g. cul-de-sacs, side streets or within a defined housing development 2. The road to be closed must not have a bus route along it. 3. The road to be closed must not have a car park located on it or which is accessed via the road to be closed (other than one for residents of the road) 4. Be an event which would meet the criteria of the Council's Financial assistance policy for community events, insofar as. <ol style="list-style-type: none"> a. The event must be organised by a formally constituted group b. The event must not discriminate against Section 75 groups (eg between persons of different religious belief, political opinion, race etc) c. The event must not be for personal or business gain 5. The event must finish by 11 pm. 6. The event must have no fireworks, pyrotechnics or bonfires on the street.
Public liability insurance details	An Order may not be granted without insurance cover being in place

POSSIBLE IMPACT	
1. Name of road(s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards and first aid positions)	Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan / drawing to indicate same. The plan must show the length of road to be prohibited or restricted in use (indicated in red) and the proposed diversion route (indicated in green). This plan must be clear and indicate road names. It should also include positions of marshals / stewards and first aid positions to inform Council's consultees.
2. Please list all roads which will be signed as diversionary routes.	Provide a separate sheet if necessary and ensure that the names of all the roads / streets are included.
3. Type of restriction (full road closure/lane restriction etc.)	Please list the name of roads / street closures and the type of restriction including full road closure, lane restriction, prohibition of certain types of vehicles and footway closures. Pedestrian access to be maintained on all roads / streets on which the event is being held.
4. Date and Start / End times of proposed road restriction	It is important to quote the exact day, date and start / finish times of the proposed restriction for the event
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	The Traffic Management Company producing the Traffic Management Plan must be competent to undertake this work e.g. Lantra sector 12 D (M7) or equivalent
6. Name of company undertaking signage work for the event	The company undertaking all signage work for the event should be suitably qualified. The Department for Infrastructure has authorised a number of companies in terms of accreditations and Insurance which is at Appendix A
7. Has this event been held previously?	Provide relevant details.
8. If yes, are the previous arrangements amended in any way? Provide details	Yes / No / Not applicable If Yes, detail amendments.
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Please detail methods to be employed to protect road surfaces. Depending on the structure or equipment being placed, technical approvals / safety certificates for any structure erected may also be required (e.g. stage)
10. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Provide evidence that you have contacted residents, businesses etc. which may be affected by the proposed special event – this may include copy letters / flyers.
11. Is a bus route affected (public and /or Education authority)	If your event affects bus routes, you should explain what arrangements have been made to help reduce adverse impact to bus services.
12. Will the Council's waste collection service be affected?	If your event affects the Council's waste collection service for that route, you should explain what arrangements have been made with Council to help reduce impact to this service.
13. Please detail the arrangements for cleaning up after the event	
14. Provide any other information that may assist with processing your request	

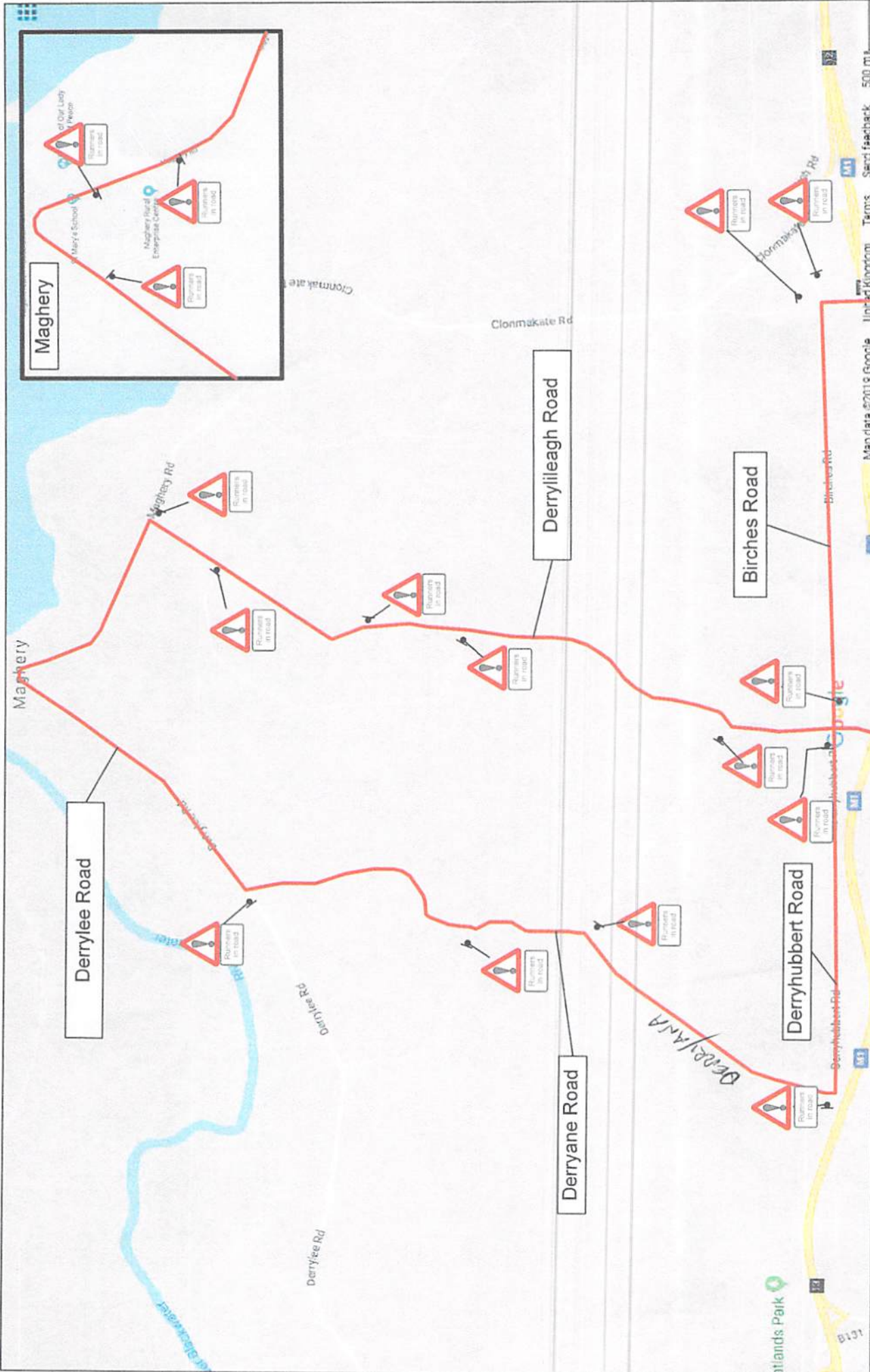


NOTES:
 1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.
 2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002
 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

PROJECT	
Annaghmore Running Festival	
DRAWN	W.McAleese
SCALE	Not to scale
DIMENSIONS Metres	

Drg No.	003
Original Drawing Size	A3

221a Hillhall Rd
 Lisburn
 Co. Antrim
 BT27 5JA
 Tel. 02892662077



NOTES: 1. All traffic management to be in accordance with Chapter B of the Traffic Signs Manual. 2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.	PROJECT Anaghmore Running Festival	Drg No. 002	Map data ©2018 Google United Kingdom Terms Send feedback 500 m
	DRAWN W.McAleese	Original Drawing Size A3	221a Hillhall Rd Lisburn Co.Antrim BT27 5JA Tel.02892662077
SCALE Not to scale DIMENSIONS Metres			

